

## Guidelines for External Evaluation Technical Research & Development Proposal

*(Note: Please click in the box to check or uncheck. To write your comments, click on the shaded area and start typing.)*

### Request for External Evaluation:

Date of Request: \_\_\_\_\_ Due Date: \_\_\_\_\_

#### The Proposal:

Title of Proposal: \_\_\_\_\_  
Project Director: \_\_\_\_\_  
Title/Department: \_\_\_\_\_  
Principal Investigator: \_\_\_\_\_  
Address: \_\_\_\_\_

#### Items included in the proposal:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Cover Page          | <input type="checkbox"/> Table of Contents   | <input type="checkbox"/> Proposal Summary      |
| <input type="checkbox"/> Proposed Objectives | <input type="checkbox"/> Research Background | <input type="checkbox"/> Benefits / Outputs    |
| <input type="checkbox"/> Milestones          | <input type="checkbox"/> Time Lines          | <input type="checkbox"/> Budget (with breakup) |
| <input type="checkbox"/> Resumes             | <input type="checkbox"/> Additional Items:   |  |

#### Evaluator's Details:

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Institution: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_ Home Page: \_\_\_\_\_

#### To The Evaluator: To what degree are you familiar with the proposed topic/project?

- I am actively engaged in developmental work in this specific area.  
 I have carried out developmental work in the past in this specific area.  
 I have taught advanced courses in this specific area.  
 My experience is in the general area but I have not worked in this specific area.

Other Comments: \_\_\_\_\_

### 1. Research Background:

[section 3 of the proposal]

I rate the applicant's efforts in reviewing previous work on the subject as:

(Special attention should be paid to e-evaluation, e-feedback, record keeping, solution for system obsolescence due to technology evolution, existing open source as well as proprietary solutions.)

Very Important       Important       Mildly Important       Not Important

**Please justify your rating and also indicate any other references which you think are of importance to the project:**

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

### 2. Methods and Approach:

Keeping the ultimate objectives in mind, I rate the likelihood that these objectives will be achieved with the suggested methods and approach as:

(Special attention should be paid to e-evaluation, e-feedback, record keeping, solution for system obsolescence due to technology evolution, existing open source as well as proprietary solutions.)

Very High       High       Low       Very Low

**Please justify your rating:**

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

### 3. Utilization Plan: (Does this proposal describe the technology transfer to potential beneficiaries?)

[section 3.C of the proposal]

Clear       Vague       Obscure       Non-Existent

**Please justify your rating:**

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

### 4. Project Structure/Design:

Clear       Vague       Obscure       Non-Existent

**Please justify your rating:**

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

**5. Monitoring and Evaluation of the Project Plan:** (Are the milestones concrete enough for monitoring and evaluation?) *[section 3.E of the proposal]*

Clear

Vague

Obscure

Non-Existent

**Please justify your rating:**

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

**6. Manpower Requirement:**

*[section 1.C3 of the proposal]*

The composition of the work team, taking into consideration their number and expertise, is

Significantly More Than Required

More Than Required

Sufficient

Insufficient

Significantly Insufficient

to satisfy the project's manpower requirements.

**Please justify your rating (Also include your estimate on composition of the team if it differs from the applicant's):**

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

**7. Time Requirement:**

*[section 6 of the proposal]*

With the ultimate objectives of the project in mind, I think that the period of the project as requested by the applicant is:

A Significant Overestimate

An Overestimate

A Good Estimate

An Underestimate

A Significant Underestimate

**Please justify your rating (Also include your estimated time if it differs from the applicant's):**

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

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**8. Proposed Budget:** (optional) *[section 7 of the proposal]*

The budget requested in Pak. Rs. is:

- Significantly Overestimated   
  Over Overestimated   
  Well Estimated  
 Underestimated   
  Significantly Underestimated

**Please justify your rating:** \_\_\_\_\_

Please identify budget items that should be modified.

S#	Item	Amount (requested by PI)	Amount (suggested by Evaluator)	Remarks & Justification
I.				
II.				
III.				
IV.				
V.				
VI.				
VII.				
VIII.				

**9. Capability of the Project Director(s):**

(a) From what I know of the applicants, directly or through their resumes included in the proposal, I rate the capability of the Project Director (PD) to conduct and manage the project as:

- Excellent   
  Very Good   
  Good   
  Adequate   
  Poor

**Please justify your rating:**

Key Strengths: \_\_\_\_\_  
 Key Weaknesses: \_\_\_\_\_  
 Other Comments: \_\_\_\_\_

(b) From what I know of the applicants, directly or through their resumes included in the proposal, I rate the capability of the Joint Project Director (JPD) to conduct and manage the project as:

- Excellent   
  Very Good   
  Good   
  Adequate   
  Poor

**Please justify your rating:**

Key Strengths: \_\_\_\_\_  
 Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

**(c) Familiarity with the Project Director: I know the Project Director**

Personally       Professionally       By Reputation       Not At All

***Please comment:***

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

### **10. Conclusion:**

In summary, I rate the proposal as:

Excellent       Very Good       Good       Adequate       Poor

***Please justify your rating:***

Key Strengths: \_\_\_\_\_

Key Weaknesses: \_\_\_\_\_

Other Comments: \_\_\_\_\_

### **11. Recommendations:**

- Accept in current form. Send for approval by the competent authority.
- Accept with following revisions. Does not require any external re-evaluation.  
Suggested revisions: \_\_\_\_\_
- Send for external re-evaluation with the following revisions.  
Suggested revisions: \_\_\_\_\_
- Reject

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Please return this form, by e-mail and fax, before due date to:**

**Solicitation & Evaluation Department  
National ICT R&D Fund  
6<sup>th</sup> Floor, HBL Tower**

**Jinnah Avenue Islamabad.**

**Tel: (+92 51) 281 1060**

**Fax: (+92 51) 227 4746**